

## DEPARTMENT OF INDUSTRIAL TRAINING AND VOCATIONAL EDUCATION, HARYANA

The 17th December, 1998

No. 20/1/98-3IT.—The Governor of Haryana is pleased to constitute Institute Managing Committee (IMC) for Industrial Training Institute, Gurgaon consisting of the following Members :—

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|---|------------------|
| 1. Representative from the State Directorate dealing with Vocational Training i.e. Joint Director (Technical) | Chairman         |
| 2. Representative from the Industry—Four (to be decided by the Principal in Consultation with the CII)        | Members          |
| 3. Representative of CII (Northern Region)  | Member           |
| 4. Principal, Industrial Training, Gurgaon  | Member-Secretary |
| 5. One Representative of D.G.E.T. (optional only pilot project)   | Member           |
| 6. One Senior faculty member of ITI (Vice Principal or Senior Most Group Instructor)                          | Member           |
| 7. District Employment Officer, Gurgaon   | Member           |
| 8. One student/representative (to be nominated by Principal, student of highest merit)                        | Member           |

## ROLE AND RESPONSIBILITIES OF THE INSTITUTE MANAGING COMMITTEE (IMC)

## Generation and Utilisation of Finance :

- \* The IMC would be free to generate funds through various project from Industries.
- \* These funds would be available to the IMC for utilisation as decided by them.

## Students Selection :

- \* Vocational guidance about the nature of courses job opportunities and career prospects would be provided to students prior to applying for admission in ITI so that they choose right courses.
- \* Introductory seminars for the fresh students (including visit to Industries) may be conducted by industries to create interest and motivate them.
- \* The IMC may adopted various transparent methods of slection according the individual needs of each institute. However, guidelines prescribed by NCVT should not be violated.

## Examination Supervision :

- \* Theoretical examinations will be jointly supervised by Industry & Department.
- \* Practical examination and evaluation will be supervised jointly by industry and external examiner.

## Faculty Evaluation :

- \* Faculty evaluation will be done by the Steering Committee and their recommendations will carry weight and recognition.
- \* Faculty Development Forms will be designed by IMC, which will include criteria for gradation and development of faculty.

## Teaching Aids :

- \* Teaching aids like working models, slides, video projections instruction material in vernacular languages, work books, detailed job assignments of the institute will be upgraded under the supervision of IMC.

**M/S System :**

- \* Under guidance of the Steering Committee, the Managing Committee will introduce the MIS System for each ITI. CII will provide the necessary inputs for creating such MIS system.

**Employment :**

- \* The IMC will be responsible for helping students in registration. Before passing out all ITI students will be registered with (i) local employment exchange (ii) overseas employment cell (iii) Regional Headquarters of CII (iv) Campus interviews will also be arranged.
- \* Trainees will be helped by the industry to go in for self-employment through acquisition of skills relating to interaction with FIs and basic trade and commerce facilities.

**Faculty and Staff Development :**

- \* IMC will identify the training needs of faculty and staff members based on Faculty Development Forms.
- \* Detailed annual and quarterly training calendars, budget and releas. of personnel for training programmes will be planned by IMC including exchange of personnel between industry and Institute.

**Industrial Training :**

- \* IMC will prepare guidelines for the Industrial Training with detail of periods of training including projects for students and faculty students of one trade may be released together for Industrial Training in order to avoid disruption of training of ITI.
- \* IMC will also decide about the stipend to be paid to each student and faculty by the industries providing training.

**Transfer for Faculty :**

IMC will be taken into confidence while transferring the faculty to one institute to another.

**Maintenance :**

The maintenance and replacement of the equipment at the institute will be supervised by IMC.

**Capital Expenditure :**

IMC will be constituted for spelling out specifications for the procurement of equipment including accessories and measuring equipment.

**Curriculum Revamping :**

IMC will be allowed to revamp the curriculum of any trade above the NCVT norms on the basis of industry needs.

IMC will allowed to include new trades and discontinue the obsolete trades by following simplified procedures to be decided by LGET.

**Faculty Deputation :**

Deputation of the faculty from one institute to another will be made at the recommendations of IMC.

**Consultancy Rules :**

1. The rules for providing consultancy by the ITI will be laid down in consultation with the Managing Committee.

K. S. BHORIA,

Dated, Chandigarh  
the 9th December, 1998

Commissioner and Secretary to Government Haryana,  
Industrial Training and Vocational Education Departmen .